

# SELECTION GUIDELINES

FOR

“DELEGATED BEHIND-THE-WHEEL TRAINER”



CALIFORNIA DEPARTMENT OF EDUCATION  
SCHOOL FACILITIES PLANNING DIVISION  
*Office of School Transportation*

July 2001

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# **California Department of Education Office of School Transportation**

## **GUIDELINES FOR SELECTION A DELEGATE B-T-W TRAINER**

### **The Position:**

Define the position in terms of the state requirements and carrier responsibility and expectations. If successful, the individual should eventually advance to the position of state-certified bus driver instructor. Therefore, when considering an individual for this position, think in terms of the day you may be replacing the state-certified instructor in the transportation department.

### **Minimum Qualifications:**

The minimum Qualifications for delegated behind-the-wheel trainer include the following:

- Possession of a Commercial Driver License, Class A or B with appropriate endorsements valid for driving and training in a particular type and size vehicle.
- Possession of a California Special Driver Certificate of the appropriate type, valid for driving and training in a particular type and size vehicle.
- One year experience as a driver of the appropriate type and size vehicle immediately preceding the date of selection as a delegated behind-the-wheel trainer.
- Possession of a high school diploma or general education development (GED) equivalent.
- A driving record with out a chargeable accident in any vehicle within the three years immediately preceding the date of selection as a delegated behind-the-wheel trainer.

- Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course given by, and in the presence of, a state-certified instructor of the appropriate class.
- Successful completion of a written assessment test on current laws, regulations, and policies given by, and in the presence of, a state-certified instructor of the appropriate class.
- Successful completion of a driving test and a behind-the-wheel training performance test on all phases of behind-the-wheel and vehicle training. The test shall be given by, and in the presence of a state-certified instructor of the appropriate class.
- Candidates selected by their employer as a delegated behind-the-wheel trainer must be approved by the California Department of Education prior to conducting behind-the-wheel training.

### **Desirable Qualifications:**

The desirable qualifications for a delegated behind-the-wheel trainer include, but are not limited to the following:

- The desire to teach
- Professional appearance and demeanor
- Professional and positive attitude
- Good personal hygiene
- Above average communications skills (Verbal and Non-Verbal)
- Above average writing and spelling skills
- Above average bus driving skills
- Public speaking experience
- Above average listening ability

**Knowledge of:**

- Principles, concepts and techniques of driving, inspecting, and managing passengers on vehicles of the appropriate type and size.
- California *Vehicle Code*, California *Education Code*, California Code of Regulations Title 5, and Title 13 as they relate to school transportation.
- California Department of Education, California Highway Patrol and Department of Motor Vehicles rules, regulations and policies pertaining to the transportation of passengers.
- Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course.
- Policies related to the carriers operation and transportation of passengers

**Ability to:**

- Provide quality behind-the-wheel training in vehicles of the appropriate type and size as defined by the California *Education Code*.
- Read, interpret and explain laws, regulations and policies pertaining to passenger transportation.
- Communicate effectively
- Make appropriate decisions
- Demonstrate proper behind-the-wheel instructional techniques.
- Properly document training records as specified by the California Department of Education.

## **Performance Expectations**

**DATE:** July 1, 2001

**NAME:** To be announced

**UNIT:** Transportation

**WORKING TITLE:** Delegated Behind-the-Wheel Trainer

### **GENERAL EXPECTATIONS:**

- Under the direction of the state-certified instructor, effectively organizes work responsibilities and manages time efficiently.
- Responds to verbal and written requests for assistance regarding transportation issues. Refers appropriate questions to state-certified instructor or director when necessary.
- Completes all assignments within agreed upon time-frame.
- Adheres to department attendance and leave policy.
- Interacts with department staff, representatives of other organizations agencies and the general public in the course of his/her duties in a pleasant and positive manner.
- Works with the department director to improve work habits and job productivity.
- Practices proper safety habits and care in the use of district/company equipment and facilities.
- Follows policies and procedures established by the district/company and state laws and regulations governing employees.
- Maintains a valid, Class A or B commercial driver license with a passenger endorsement, California Special Driver Certificate, medical certificate, first aid card or equivalent certification at all times.
- Properly demonstrates all behind-the-wheel teaching methods, techniques and driving skills required by the California Department of Education and the district/company.

**Job Element:**

1. Train and evaluate applicants requesting driver certification for the district/company and drive a bus when necessary

**Performance Expectation:**

- Train, test and evaluate applicants that have been selected to become drivers for the district/company.
- Drive a bus on district/company routes or school activity trips as necessary.

**Job Element:**

2. Maintain required records and written reports.

**Performance Expectation:**

- Complete weekly work plans, driver training performance reviews, monthly activity reports, and training session attendance records.

**California Department of Education  
Office of School Transportation  
Selection Guidelines**

**Delegated Behind-the-Wheel Trainer**

**Duty Statement**

1. Conduct behind-the-wheel training for pre-service driver applicants and in-service for drivers for the district/company.
2. Drive a school bus on district/company routes or school activity trip as necessary.
3. Maintain required records and written reports.



## **CARRIER INTERVIEW AND SELECTION PROCESS**

**"DELEGATED BEHIND-THE-WHEEL TRAINER"**

## **CARRIER INTERVIEW AND SELECTION GUIDELINES**

### **STATE CERTIFIED DELEGATED B-T-W TRAINER**

#### **OUTLINE**

1. Posted California Department of Education requirements on bulletin board.
2. Identify qualified applicants.
3. Give appropriate driving and written tests. Latest edition of the (CDE behind-the-wheel guide)
4. Selected interview panel:
  - Director of Department/General Manager
  - Administrator
  - Driver Trainer
  - Personnel Representative
5. Applicant was trained on the CDE behind-the-wheel guide to obtain proficiency in all sections of the guide.
6. Applicant taught under the supervision of the driver trainer (DT). Defensive driving in safety meetings or other in-service sessions only.
7. Applicant was given a test on all skills required by latest edition of the CDE behind-the-wheel guide (driving and teaching).
8. Test results were forwarded to CDE.
9. CDE representative tested applicant.

**CALIFORNIA DEPARTMENT OF EDUCATION**  
**DELEGATED BEHIND-THE-WHEEL TRAINER**  
**INFORMATION SHEET**

**BACKGROUND:**

Effective July 1, 1990 all behind-the-wheel instruction for a certificate to drive a school bus, transit bus, school pupil activity bus (SPAB), or farm labor vehicle shall be conducted by a state certified instructor. (EC 40082, EC 40083, EC 40084)

A delegated behind-the-wheel trainer is someone who is selected and trained to assist in the behind-the-wheel training of drivers. (EC 40084.5)

**MINIMUM REQUIREMENTS:**

- (1) One year experience as a driver of the appropriate type and size vehicle.
- (2) Possession of the appropriate license, certificates, and endorsements needed to drive and train in a particular type and size vehicle.
- (3) A high school diploma or general education development (GED) equivalent.
- (4) A driving record with no chargeable accidents within the past three years preceding the date of application.
- (5) Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course given by and in the presence of a state certified instructor of the appropriate class.
- (6) Possession of the same basic knowledge and skills as a state certified instructor.
- (7) Successful completion of a written assessment test on current laws, regulations, and policies given by a state certified instructor of the appropriate class.
- (8) Successful completion of a driving test and behind-the wheel performance test on all Phases of behind-the-wheel and vehicle inspection training. The test shall be given by and in the presence of a state certified instructor of the appropriate class.

**SELECTION:**

Each employer should select a qualified person who has the desire and ability to become a delegated behind-the-wheel trainer.

Qualities for selection should be: Ability to read and speak well; work well with fellow employees; broad knowledge of vehicles; skilled driver and good learning ability.

## **PERFORMANCE VERIFICATION AND DOCUMENTATION:**

A delegated behind-the-wheel trainer performance review must be completed and signed by a state certified instructor of the appropriate class. The signature certifies that the applicant has successfully completed all required training and is competent in all sections of the latest edition of the Instructor's Behind-the Wheel Guide for California's Bus Driver's Training Course.

The state certified instructor shall also document the qualifications and competence of each delegated behind-the-wheel trainer to be utilized in training. All training required by this section shall be documented on the California Department of Education Training Certificate T0-1, and signed by a state certified school pupil activity (SPAB), transit bus, school bus, or farm labor vehicle driver instructor of the appropriate class, and by the delegated behind-the-wheel trainer verifying the delegated behind-the-wheel trainer displayed a level of competency necessary to train drivers to drive authorized vehicles in a safe and competent manner. The completed California Department of Education Training certificate T-01 shall be submitted to the department in Sacramento, along with all other required documents, when requesting approval of a delegated behind-the-wheel trainer.

If you do not have a qualified state certified instructor on staff, you may contract with any eligible state certified instructor for this service. If you are unable to secure a state certified instructor, please contact this office.

## **BEHIND-THE-WHEEL INSTRUCTIONAL ASSESSMENT TEST:**

The California Department of Education will conduct an instructional evaluation of the behind-the-wheel teaching skills of any delegated behind-the-wheel trainer applicant.

## **EMPLOYEE NOTIFICATION:**

A delegated behind-the-wheel trainer applicant shall not conduct any behind-the wheel training until written notification is received from the California Department of Education verifying the applicant's eligibility.

## **IMPORTANT:**

Every applicant must be sponsored by an employer. Please have the employer sign and date as indicated on the application.

# CALIFORNIA DEPARTMENT OF EDUCATION

## *Office of School Transportation*

### **APPLICANT PERFORMANCE REVIEW PROCEDURES**

#### **PURPOSE:**

- To determine an applicant's proficiency in classroom teaching skills, public speaking skills, reading, and comprehension of laws/regulations related to passenger transportation.
- To determine an applicant's driving proficiency relative to the correct vehicle turning, backing, shifting, inspection, brake system, and passenger loading/unloading procedures.
- To ensure that the applicant can both understand, and demonstrate the skills necessary to become an effective State Certified Bus Driver Instructor.

#### **PROCEDURES**

##### **I. GENERAL INFORMATION**

The applicant must understand, and be able to demonstrate the techniques and theories contained in the General Information (GI), and Skills Levels (1) through (6), of the Department's, "Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course."

In addition, the applicant should review the Department's BTW training videos (Vehicle Pre-Trip Inspection, Backing, Turning, and Shifting).

##### **II. INSTRUCTIONS**

- A. Review the top section of the "Performance Review" and complete the appropriate sections.

##### **III. CLASSROOM**

- A. Have the applicant read and explain several sections from the "Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course," or the *Vehicle Code* to determine the applicant's classroom teaching skills, public speaking skills, and ability to read, and comprehend laws and regulations related to passenger transportation.
- B. Complete the "Classroom" section of the "Performance Review."

#### IV. **BTW GUIDE OPERATION/INSTRUCTION**

- A. Complete the “Vehicle Information” section of the “Performance Review.”
- B. The applicant must be evaluated in a vehicle of the same size, weight, and type for which the instructor rating is sought.
- C. Have the applicant demonstrate their driving proficiency, and explain the correct procedure(s) for the following:
  - 1. Vehicle Inspection
  - 2. Brake Systems and Inspection
  - 3. Vehicle Backing
    - a. Proper mirror use
    - b. Straight line backing
    - c. Backing line crossover
  - 4. Vehicle Turning
    - a. Turning zone
    - b. Vehicle alignment
    - c. Problem object
    - d. Ground reference/imaginary line
    - e. Correct turning point
    - f. Turning range
  - 5. Vehicle Clutch Use (if applicable)
    - a. Double clutching
  - 6. Vehicle Transmission Use
    - a. Setup procedures for establishing exact shift points
    - b. Up shifting
    - c. Downshifting
    - d. Downshifting (skipping one or more gears)
    - e. Mid-range shifting
    - f. Shift points for a two speed rear axle (if applicable)
    - g. Automatic transmission use (if applicable)
  - 7. Passenger Loading/Unloading Procedures
    - a. Mirror use
    - b. Danger zones
    - c. *Vehicle Code* section, 22112
  - 8. Vehicle Roll Back/Forward Prevention

C. Complete the “Operation/Instruction BTW Guide” section of the “Performance

V. **APPLICANT COMPETENCY VERIFICATION**

All applicants must satisfactorily demonstrate their reading, comprehension, communication, and driving skills to the State Certified Instructor signing the “Performance Review.” Signature of the “Performance Review” must be made by a State Certified Instructor of the appropriate class. An instructor’s signature verifies that the applicant has met all the requirements of, and has demonstrated proficiency and knowledge in all subjects required in *Education Code* sections 40080 through 40090, as applicable.

**CALIFORNIA DEPARTMENT OF EDUCATION**  
**School Facilities Planning Division**  
*Office of School Transportation*

**PERFORMANCE REVIEW**

**INSTRUCTIONS**

Original Instructor Applicants must complete:	Sections A-B-C-D-F
Instructor Recertification must complete:	Sections A-B-C-D-F
Original Delegated Behind-the-Wheel Trainer Applicants must complete:	Sections A-B-C-D-E
Allied Agency:	Sections A-B-C-F

Please print or type all requested information and answers.

**A. APPLICATION TYPE**

School Bus <input type="checkbox"/>	SPAB <input type="checkbox"/>	Transit Bus <input type="checkbox"/>	Farm Labor <input type="checkbox"/>	Allied Agency <input type="checkbox"/>
Instructor <input type="checkbox"/>	Delegated Behind-the-Wheel Trainer <input type="checkbox"/>	Recertification <input type="checkbox"/>		

**B. GENERAL INFORMATION**

Name (Mr. Mrs. Ms.): \_\_\_\_\_

Driver License #: \_\_\_\_\_ Class: A ☐ B ☐ Endorsement(s): \_\_\_\_\_

California Special Driver Certificate:	School Bus <input type="checkbox"/>	School Pupil Activity Bus <input type="checkbox"/>
	Transit Bus <input type="checkbox"/>	Farm Labor Vehicle <input type="checkbox"/>

Primary Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City

State/Zip County

Employer Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_



### **C. VEHICLE INFORMATION**

**Instructor Note:** The applicant must be evaluated in a vehicle of the same size, weight and type for which the instructor rating is sought.

Vehicle Make: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_ Vehicle Type (I or II): \_\_\_\_\_

Passenger Capacity: \_\_\_\_\_ Engine: \_\_\_\_\_ Transmission: \_\_\_\_\_

Brake System: \_\_\_\_\_

### **D. BTW GUIDE OPERATION/INSTRUCTION**

**Instructor Note:** All applicants shall have received instruction and shall demonstrate their driving proficiency in each skill level listed below. Applicants for delegated behind-the-wheel trainer certification shall also demonstrate their instructional proficiency in each skill level. **The certifying instructor shall place their initials and instructor identification number on the appropriate lines for each skills level.**

<b><u>Skills Level</u></b>		<b><u>Driving Proficiency</u></b> Initial/ID #	<b><u>Instruction Proficiency</u></b> Initial/ID #
<b>One</b>	Basic Vehicle Familiarization and Movement	_____	_____
<b>Two</b>	Precision Training in Vehicle Movement and Driving Fundamentals	_____	_____
<b>Three</b>	Transmission Control and Shifting Procedures	_____	_____
<b>Four</b>	Defensive Driving	_____	_____
<b>Five</b>	Passenger Loading and Unloading Procedures	_____	_____
<b>Six</b>	Emergency Procedures	_____	_____

### **E. DELEGATED BTW TRAINER REQUIREMENTS**

**Instructor Note:** Verify that the applicant has successfully completed the required written and driving performance tests by placing your initials and instructor identification number on the appropriate lines.

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Instructor ID #</u></b>
Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course given by, and in the presence of, a state-certified instructor written assessment test given by a state-certified instructor of the appropriate class. (EC 40084.5[b][5])	<input type="checkbox"/>	<input type="checkbox"/>	_____
Successful completion of a written assessment test on current laws, regulations, and policies given by, and in the presence of, a state-certified instructor of the appropriate class. (EC 40084.5[b][6])	<input type="checkbox"/>	<input type="checkbox"/>	_____

Successful completion of a driving test and a behind-the-wheel training performance test on all phases of behind-the-wheel and vehicle inspection training. The test shall be given by, and in the presence of, a state-certified instructor of the appropriate class. (EC 40084.5[b][7])

☐ ☐ \_\_\_\_\_

## **F. CLASSROOM**

**Instructor Note:** Verify that the applicant has successfully performed the following public speaking skills in your presence and add any additional experience or comments.

Reading Aloud ☐ Voice presentation ☐ Eye Contact ☐

Additional Comments: \_\_\_\_\_

Public Speaking Experience: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

State Certified  
Instructor Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor ID  
Number: \_\_\_\_\_

**NOTE:** *Signatures certify that the information provided in this performance review by both the applicant and the employer are true, and that either the applicant or the instructor has not knowingly made a false statement or concealed any material fact.*

### **Return completed form to:**

California Department of Education  
Office of School Transportation  
3500 Reed Avenue  
West Sacramento, CA 95605  
(916) 375-7100  
[www.cde.ca.gov/bus](http://www.cde.ca.gov/bus)

**CALIFORNIA DEPARTMENT OF EDUCATION**  
**School Facilities Planning Division**  
*Office of School Transportation*

**APPLICATION**

**INSTRUCTIONS**

Original Instructor Applicants must complete:

Sections A-B-C-D-E-F-H

Instructor Recertification must complete:

Sections A-B-C-G

Original Delegated Behind-the-Wheel Trainer Applicants must complete:

Sections A-B-C-D-E-F

Allied Agency:

Sections A-B-C-E-F-H

Please print or type all requested information and answers. When necessary to provide additional information, please attach a separate sheet of paper to complete your answers. When you have completed this application, please refer to Section I, which is a checklist of required documents. Mail the completed application package to the address listed at the end the application. Please note that **faxed** applications **will not** be accepted.

**A. APPLICATION TYPE**

School Bus ☐ SPAB ☐ Transit Bus ☐ Farm Labor ☐ Allied Agency ☐  
Instructor ☐ Delegated Behind-the-Wheel Trainer ☐ Recertification ☐

**B. GENERAL INFORMATION**

Name (Mr. Mrs. Ms.): \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ County: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Class: A ☐ B ☐ Endorsement(s): \_\_\_\_\_

California Special Driver Certificate: School Bus ☐ School Pupil Activity Bus ☐  
Transit Bus ☐ Farm Labor Vehicle ☐

Primary Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Street

City

State

Zip Code

Fax #: \_\_\_\_\_

Secondary Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Street

City

State

Zip Code

Fax #: \_\_\_\_\_

### **C. DRIVING/CRIMINAL HISTORY**

**YES NO**

1. Has your driving privilege **EVER** been suspended, revoked or on probation? ☐ ☐

2. Has your California Special Driver Certificate **EVER** been suspended or revoked? ☐ ☐

3. Have you **EVER** received a traffic citation for a violation of any section of the California *Vehicle Code*? ☐ ☐

4. Have you **EVER** been involved in a traffic collision? ☐ ☐

5. Have you **EVER** been convicted of any crime(s) or public offense(s), other than Traffic, as described in California *Penal Code* section 16? ☐ ☐

**Note: If you answered yes to any of the questions above please explain on a separate sheet of paper.**

### **D. DRIVING EXPERIENCE**

Instructor and Recertification Applicants (Education Code Section 40088[a]):

I have five years of experience as a school bus, school pupil activity bus, transit bus or farm labor vehicle driver. ☐

Or

Two years of experience as a school bus, school pupil activity bus, transit bus or farm labor vehicle driver and three years of equivalent experience driving vehicles that require a class A or B commercial driver license. ☐

Or

Two years of experience as a school bus, school pupil activity bus, transit bus or farm labor vehicle driver and one year of experience as an authorized delegated behind-the-wheel trainer of the appropriate class. ☐

Delegated Behind-the-Wheel Trainer Applicants (Education Code Section 40084.5[b]):

One-year experience as a driver of the appropriate type and size vehicle immediately preceding the date of selection as a delegated behind-the-wheel trainer. ☐

### **E. EDUCATION**

High School Graduation

☐

General Education Development GED

☐

### **F. WORK EXPERIENCE (Begin with your most recent)**

From:

To:

Total:

Month/Year

Month/Year

Years/Months

Employer and Duties: \_\_\_\_\_

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### **G. RECERTIFICATION**

Instructor ID #: \_\_\_\_\_

Please select the area(s) in which you intend to recertify:

School Bus

☐

No Instructional Limitations

☐

School Pupil Activity Bus (SPAB)

☐

Classroom Only

☐

Transit Bus

☐

Behind the Wheel Only

☐

Farm Labor Vehicle

☐

Documentation Endorsement

☐

### **H. INSTRUCTOR CLASS ASSIGNMENT CRITERIA**

Male

☐

Female

☐

Smoker

☐

Non-Smoker

☐

Medical conditions or physical limitations, (i.e., back pain, limited range of motion, etc.). For yes answers, please explain in detail on a separate sheet of paper.

Yes

☐

No

☐

Number of certified instructors in your organization: \_\_\_\_\_

Within your organization the number of:

School Buses \_\_\_\_\_

School Pupil Activity Buses \_\_\_\_\_

Transit Buses \_\_\_\_\_

Farm Labor Vehicles \_\_\_\_\_

Class Attendance (Month):

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

### **I. REQUIRED APPLICATION PACKAGE DOCUMENTS**

Note: The following documentation must be submitted with this application.

Legible copies (front and back when appropriate) of the following:

- Commercial Driver License (CDL) (All Applicants)
- California Special Driver Certificate (All Applicants)
- Medical Certificate (All Applicants)
- First Aid Card (if applicable) (All Applicants)
- Current Driver T-01 Training Certificate (All Applicants)
- Delegated Training T-01 Training Certificate (Delegated BTW Trainer Applicants Only)
- High School Diploma, General Education Development Certificate (GED) or Department of Defense Form DD 214 (DD 214 Must clearly state the completed high school grade level) (Original Instructor and Delegated BTW Trainer Applicants Only)
- CDE Performance Review (Original Instructor and Delegated BTW Trainer Applicants Only)
- DMV H6 driver record printout (Dated within 30 days prior to application) (All Applicants)

**Applicant Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Primary**

**Employer Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Primary**

**Employer Title:** \_\_\_\_\_

**NOTE:** *Signatures certify that the information provided in this application by both the applicant and the employer are true and that either the applicant or the employer has not knowingly made a false statement or concealed any material fact.*

**Return completed form to:**

**California Department of Education  
Office of School Transportation  
3500 Reed Avenue  
West Sacramento, CA 95605  
(916) 375-7100  
[www.cde.ca.gov/bus](http://www.cde.ca.gov/bus)**

## **SAMPLE WRITTEN TEST KEY**

### **DELEGATED BEHIND-THE-WHEEL TRAINER (Essay test for job knowledge and writing skills)**

**1. What qualifies you for this position?**

(Look for: Applicants should give education and specialized training as examples of preparation for this position.)

**2. What determines proficiency?**

(Look for: Being proficient means having had the proper training in different sizes, design; i.e., transit vs. convention, equipment, i.e. wheelchair lifts, tie downs, emergency exits, etc., gauges and controls, all before being allowed to transport students on any highway unsupervised.)

**3. Name the required number of mirrors and described the purpose of each mirror.**

(Look for: The law requires each school bus have four (4) mirrors. They are right outside flat, left outside flat, inside overhead flat and crossover. The purpose of each is: right outside flat is designed to monitor the right side of the bus and traffic to the right side. It is also used to monitor approaching passengers during the loading/unloading process. The left outside flat is designed to monitor the left side of the bus and the traffic in the left lanes. The inside overhead flat mirror is designed for monitoring the passenger compartment and as an aid in pupil control as well as being able to monitor both sides of the bus outside and traffic. The crossover mirror is designed for monitoring the front area of the bus, when approaching and during the loading/unloading process. Each are equally valuable and their use a must in proper defensive driving techniques.)

## **SAMPLE**

### **INTERVIEW QUESTIONS FOR DELEGATED BEHIND-THE-WHEEL TRAINER**

- 1. What do you think the qualifications for this position should be?**
- 2. Describe what you consider to be the most important part of the delegated behind-the-wheel trainer duties.**
- 3. As a delegated behind-the-wheel trainer, do you feel you can support the position of management and the possible confidential information you will be in possession of from time to time? What possible problems can you foresee in this position?**

(Look for indications of applicant's ability to separate themselves from the rank of the "driver" when carrying out duties of a delegated behind-the-wheel trainer and the ability to support the management).

- 4. What if you had just completed a "check ride" with a fellow employee who also happened to be a close personal friend, and during the check ride you discovered a problem in their driving and in discussing this with the driver, they asked that you keep it "between friends" and not make mention of it, or write it on the evaluation form. How would you handle that?**

(Again look for the ability to separate "personal and business")

- 5. What are some of the principles of defensive driving?**

(Look for: Drive with an adequate margin of safety, use of mirrors, ability to identify accident producing situations early enough to react and prevent a collision, getting the big picture, reaching your destination safely in spite of the bad driving habits of others or adverse road, weather, and traffic conditions.)



**6. Do you believe a delegated trainer should know and understand bus roadeo events? Why?**

(Look for: Roadeo events are good driving skills and techniques, also enables you to assist and coach fellow drivers in preparation for Roadeo.)

**7. What would be the importance of keeping accurate training records?**

(Look for: It's the legal requirement, but also helps to track proficiency and proof of meeting the driver's legal requirements in original training and renewal training years, also a must if ever an accident occurs to prove the legality and proficiency of the driver.)

**8. Explain to us how to determine a “shift point”.**

(Look for: First determine what is top tach for the bus you are in, roll tach to the top tach point (RPM), maintaining that RPM, look at speedometer, note MPH, shift to next highest gear, in that gear now reestablish the road speed MPH, from previous gear, and note the RPM on the tach. This will tell you what the exact shift point is. You would do this for each gear.)

**9. Tell us the purpose of double clutching.**

(Look for: The purpose of double clutching is to be able to use proper “throttle control” method of shifting. Double clutching allows you to bring your transmission into a neutral phase so you can adjust your RPM's that in turn allows you to match the proper MPH's for shifting into the proper gear without grinding gears. Thus saving wear and tear on the equipment, allowing you to be in total control of your vehicle at all times.)

**10. Why should we select you to be a delegated behind-the-wheel trainer?**

(Look for: Applicant should utilize this opportunity to point out their strong points in pupil transportation.)